



TREASURY DEPARTMENT

WASHINGTON, D.C. 20220

OFFICE OF
ADMINISTRATIVE SERVICES

Administrative Circular No. 159
Supplement No. 1

June 22, 1967

To Heads of Bureaus,

Treasury Department

SUBJECT: Publications Described in Sections 3(a) and 3(b) of the Freedom of Information Act (P.L. 89-487)

The Treasury Department Library will serve as the public reading room in the Washington area for all Treasury Bureaus except Customs, Narcotics, and the Internal Revenue Service for the inspection and copying of Treasury publications and materials described in Sections 3(a) and 3(b) of the Freedom of Information Act (P.L. 89-487). It is important, therefore, that the Library receive all publications issued by bureaus other than Customs, Narcotics, and the Internal Revenue Service which are described in Sections 3(a) and 3(b) of the Act.

Publications and materials issued after July 4, 1967, described in Sections 3(a) and 3(b) of the Act, including administrative staff manuals, defined in 32 F.R. 9031, June 24, 1967, which are not sent to the Directives Control and Distribution Branch, Office of Administrative Services, for distribution, will be forwarded directly to the Main Treasury Library, Room 5004, Main Treasury Building. The Directives Control and Distribution Branch will continue to service Library requirements for publications sent to the Branch for distribution within Treasury.

Indexes of publications presently available to the public and their revisions or supplements will be sent to the Main Treasury Library so that the Library may have a complete record of bureau publications and can readily service public requests for information and publications. Indexes prepared in compliance with Section 7 of Administrative Circular No. 159 and their revisions or supplements also will be sent to the Main Treasury Library.

Paul McDonald
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